

1993 Operations Plan  
for the  
Recreational Fisheries Information Network  
in the Southeastern United States  
RecFIN(SE)

by: RecFIN(SE) Committee

May 1993



**1993 Operations Plan for the  
Recreational Fisheries Information Network in the  
Southeastern United States [RecFIN(SE)]**

January 1, 1993 to December 31, 1993

**I. INTRODUCTION**

The RecFIN(SE) is a cooperative state-federal marine recreational fisheries (MRF) data collection program. It is intended to coordinate present and future MRF data collection and data management activities through cooperative planning, innovative uses of statistical theory and design, and consolidation of appropriate data into a useful data base system. This operations plan implements the RecFIN(SE) Strategic Plan for 1993.

**II. MISSION AND GOALS**

The mission of the RecFIN(SE) program is to cooperatively collect, manage, and disseminate MRF statistical data and information for the conservation and management of fishery resources in the Southeast Region<sup>1</sup> and to support the development and operation of a national program.

The four goals of the RecFIN(SE) are:

- planning, management, and evaluation of data collection and management activities;
- implementation of data collection activities;
- establishment and maintenance of a data management system; and
- support for the establishment of a national program.

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<sup>1</sup>The Region (the Region) includes the states of Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and Texas, and the territories of Puerto Rico and the U.S. Virgin Islands.

### **III. OPERATIONS**

#### **A. Data Collection and Management**

Ongoing MRF surveys will be conducted by various state and federal agencies (RecFIN(SE) 1993). The RecFIN(SE) Committee will review all of these surveys and evaluate progress towards the integration of the surveys into the RecFIN(SE).

#### **B. Committee/Work Group Activities**

The 16 tasks below cover all 1993 objectives (see Section D) except for Objective 1 of Goal 1 which has been completed.

##### Task 1: Strategic Plan (Goal 1, Objective 2)

Objective: Develop a three-year Strategic Plan that outlines policies and protocols of the program.  
Team Members: RecFIN(SE) Committee.  
Approach: Through meetings and mail, the Committee will develop and complete a three-year Strategic Plan.  
Resources: Travel costs/meeting costs, report costs, and inkind (time) and staff time.  
Product: Strategic Plan.  
Schedule: Strategic Plan completed by mid/late May.

##### Task 2: Annual Operations Plan, 1993 (Goal 1, Objective 3)

Objective: Develop 1993 Annual Operations Plan including identification of available resources, that implements the Strategic Plan.  
Team Members: RecFIN(SE) Committee.  
Approach: Through meetings and mail, the Committee will develop and complete an Annual Operations Plan for 1993.  
Resources: Travel costs/meeting costs, report costs, and inkind (time) and staff time.  
Product: 1993 Annual Operations Plan.  
Schedule: Annual Operations Plan completed by mid/late May.

##### Task 3: Annual Operations Plan, 1994 (Goal 1, Objective 3)

Objective: Develop 1994 Annual Operations Plan including identification of available resources and revisions to work groups, that implements the Strategic Plan.  
Team Members: RecFIN(SE) Committee.

Approach: Through meetings and mail, the Committee will develop and complete an Annual Operations Plan for 1994.  
Resources: Travel costs/meeting costs, report costs, and inkind (time) and staff time.  
Product: 1994 Annual Operations Plan.  
Schedule: Annual Operations Plan completed by mid/late October.

Task 4: Information Dissemination (Goal 1, Objective 4)

Objective: Distribute program information to cooperators and interested parties.  
Team Members: RecFIN(SE) Committee.  
Approach: Through mail, via the Gulf States Marine Fisheries Commission, the Committee will distribute program information to cooperators and interested parties.  
Resources: Copy and mailing expenses and inkind (time) and staff time.  
Product: Education of interested parties concerning RecFIN(SE).  
Schedule: This task will be an ongoing activity.

Task 5: Recreational Fishing Components & Data Priorities (Goal 2, Objective 1)

Objective: Identify components of the fishery (modes, areas, etc.) and required data priorities for each component.  
Team Members: Biological/Environmental Work Group.  
Approach: Through existing material and personal observations, identify all components of the marine recreational fishing universe by state/territory and quantify the units of effort within each component. Identify and prioritize data categories that fishery management agencies need for reaching and evaluating decisions. Accomplished by 1) conference calls 2) mail and 3) workshops, if necessary.  
Resources: Travel costs/meeting costs, conference calls costs, report costs, and inkind (time) and staff time.  
Product: Report.  
Schedule: Report completed by September RecFIN(SE) meeting. Several work group meetings will be held during 1993.

Task 6: Biological/Environmental Data Elements (Goal 2, Objective 2)

Objective: Identify biological and environmental data elements required for each fishery component.  
Team Members: Biological/Environmental Work Group.

Approach: Use GSMFC Marine Recreational Fishery Data Collection and Management Programs in the Gulf of Mexico. Special Report No. 10-WB and evaluate/modify as necessary for South Atlantic and Caribbean needs. This will be done for each fishery component by sub-region (matrix). Accomplished by 1) conference calls 2) mail and 3) workshops, if necessary.

Resources: Travel costs/meeting costs, conference calls costs, report costs, and inkind (time) and staff time.

Product: Report.

Schedule: Report completed by September RecFIN(SE) meeting. Several work group meetings will be held during 1993.

Task 7: Biological/Environmental Quality Assurance and Quality Control (Goal 2, Objective 3)

Objective: Identify and determine standards for biological and environmental data collection, including statistical, training, and quality assurance and quality control standards.

Team Members: Biological/Environmental Work Group.

Approach: Review existing quality assurance and quality control documents and modify as necessary for application to RecFIN(SE). Accomplished by 1) conference calls 2) mail and 3) workshops, if necessary.

Resources: Travel costs/meeting costs, conference calls costs, report costs, and inkind (time) and staff time.

Product: Report.

Schedule: Report completed by September RecFIN(SE) meeting and several work group meetings will be held during 1993.

Task 8: Social/Economic Data Elements (Goal 2, Objective 2)

Objective: Identify sociological and economic data elements required for each fishery component.

Team Members: Social/Economic Work Group.

Approach: Determine how sociological and economic data should be used in recreational fisheries management. Then determine which data elements are necessary for evaluation and decision-making by fishery managers. Review how social and economic information should be used by fishery managers in evaluating projected and realized impacts of fishery management actions and identify needed data elements to support these uses. Existing data bases will be reviewed to identify data gaps and recommendations will be

formulated for closing these gaps. Accomplished by holding a workshop with invited experts to determine necessary data elements.

Resources: Workshop costs, travel costs, conference calls costs, report costs, and inkind (time) and staff time.  
Product: Report.  
Schedule: Workshop scheduled for late 1993 or early 1994, pending availability of funds.

Task 9: Social/Economic Quality Assurance and Quality Control (Goal 2, Objective 3)

Objective: Identify and determine standards for sociological and economic data collection, including statistical, training, and quality assurance and quality control standards.  
Team Members: Social/Economic Work Group.  
Approach: Determine standards for collection and management of social and economic data. Accomplished by workshops.  
Resources: Workshop costs, travel costs, conference calls costs, report costs, and inkind (time) and staff time.  
Product: Report.  
Schedule: Schedule will be determined from the outcome of the workshop.

Task 10: Identification and Evaluation of Current Programs (Goal 2, Objective 4)

Objective: Identify and evaluate the adequacy of current programs for meeting RecFIN(SE) requirements.  
Team Members: RecFIN(SE) Committee.  
Approach: Evaluate reports from Biological/Environmental and Social/Economic Work Groups in relation to existing programs.  
Resources: Travel costs/meeting costs, report costs, and inkind (time) and staff time.  
Product: Report.  
Schedule: The Committee will discuss this issue at the September RecFIN(SE) meeting.

Task 11: Location and Administrative Responsibility for RecFIN(SE) Data Management System (Goal 3, Objective 1)

Objective: Identify the location and administrative responsibility for a centralized RecFIN(SE) data management system.  
Team Members: RecFIN(SE) Committee

Approach: Determine the agency/organization with the capability for housing the RecFIN(SE) data base and the potential for staffing the data management system. Accomplished by 1) workshops 2) conference calls and 3) mail.

Resources: Travel/meeting costs, conference calls costs, report costs, and inkind (time) and staff time.

Product: Recommendations.

Schedule: The Committee decided the National Marine Fisheries Service Headquarters in Silver Spring, Maryland, will house and administer the RecFIN(SE) data management system.

Task 12: Equipment and Software Needs (Goal 3, Objective 2)

Objective: Evaluate current hardware, software and communication capabilities of program partners and make recommendations for support and upgrades.

Team Members: Data Base Work Group.

Approach: Review questionnaire instrument developed for SEAMAP which was used to assess equipment and software capabilities for SEAMAP partners, and modify as appropriate for RecFIN(SE). Send modified questionnaire to appropriate agencies. Accomplished by 1) conference calls, 2) mail, and 3) meetings.

Resources: Travel/meeting costs, conference calls costs, report costs, and inkind (time) and staff time.

Product: Report.

Schedule: Inventory of computer capabilities for participants completed by the September RecFIN(SE) meeting. Several work group meetings and/or conference calls will be held during 1993.

Task 13: Standards/Protocols/Documentation for Data Management (Goal 3, Objective 4)

Objective: Develop standard protocols and documentation for data formats, input, editing, quality control, storage, access, transfer, dissemination, and application.

Team Members: Data Base Work Group.

Approach: Review standards/protocols/documentation for existing data management systems (SEAMAP, MRFSS, CSP, etc.) and modify for RecFIN(SE) application. Accomplished by 1) conference calls 2) mail and 3) meetings.

Resources: Travel/meeting costs, conference calls costs, report costs, and inkind (time) and staff time.

Product: Report.



Schedule: Several work group meetings and/or conference calls will be held during 1993 to address this issue.

Task 14: Data base Identification and Prioritization of Existing Data Bases (Goal 3, Objective 5)

Objective: Identify and prioritize existing historical data bases for integration into the centralized data base.

Team Members: Biological/Environmental, Data Base and Social/Economic Work Groups.

Approach: Send questionnaire to all agencies who are conducting or have conducted recreational surveys. Each work group will prioritize the existing data bases according to their main interest. Accomplished by 1) mail and 2) meetings.

Resources: Travel/meeting costs, report costs, and inkind (time) and staff time.

Product: Report.

Schedule: Several work group meetings and/or conference calls will be held during 1993 to address this issue.

Task 15: Long-term National Program Planning (Goal 4, Objective 1)

Objective: Provide for long-term national program planning.

Team Members: RecFIN(SE) Committee.

Approach: The RecFIN(SE) Committee members, GSMFC staff and ASMFC staff will attend PacFIN and Northeast Statistical meetings and coordinate activities with the Pacific States Marine Fisheries Commission (PSMFC) and PacFIN on the West Coast. Accomplished by 1) mail and 2) meetings.

Resources: Travel/meeting costs, report costs, and inkind (time) and staff time.

Product: Establishment of national RecFIN and continued planning with other regional RecFIN programs.

Schedule: The planning aspect of this task will be an ongoing activity.

Task 16: Coordination, Consistency and Comparability with Other RecFIN Programs (Goal 4, Objective 2 and Objective 3)

Objective: Coordinate RecFIN(SE) with other regional RecFIN programs and encourage consistency and comparability among regional programs over time.

Team Members: RecFIN(SE) Committee.

**Approach:** The RecFIN(SE) Committee members, GSMFC staff and ASMFC staff will coordinate activities with the PSMFC and PacFIN on the West Coast. The MRFSS staff is revising files and will get input from the RecFIN(SE) Committee. Accomplished by 1) mail and 2) meetings.

**Resources:** Travel/meeting costs, report costs, and inkind (time) and staff time.

**Product:** Ensure adequate information exchange, consistency and comparability between all regional RecFIN programs.

**Schedule:** This task will be an ongoing activity.

### **C. Administrative Activities**

Coordination and administrative support of RecFIN(SE) will be accomplished through administrative structures established in the Caribbean, Gulf of Mexico, and South Atlantic areas. Major tasks involved in the coordination and administration of the various levels of RecFIN(SE) include but are not limited to the following:

- Work closely with the RecFIN(SE) Committee in all aspects of program coordination, administration, and operation;
- Implement plans and program directives approved by the RecFIN(SE) Committee;
- Provide coordination and logistical support, including communications and organization of meetings for the RecFIN(SE) Committee, subcommittees, and work groups;
- Develop and/or administer cooperative agreements, grants, and contracts;
- Serve as liaison between the RecFIN(SE) Committee, other program participants, and other interested organizations;
- Assist the RecFIN(SE) Committee in preparation or review of annual spending plans;
- Prepare annual operations plans under the direction of the RecFIN(SE) Committee;
- Prepare and/or supervise and coordinate preparation of selected documents, including written records of all meetings;
- Distribute approved RecFIN(SE) information and data in accordance with accepted policies and procedures as set forth by the RecFIN(SE) Committee;

- Assist in the identification of regional and geographic needs that can be satisfied through RecFIN(SE) activities;
- Seek funding for RecFIN(SE) activities as the need develops; and
- Conduct or participate in other activities as identified.

**D. Time Table for RecFIN(SE)**

	<u>1993</u>	<u>1994</u>	<u>1995</u>
<b>Goal 1:</b>			
Objective 1	X		
Objective 2	X		
Objective 3	X	X	X*
Objective 4	X	X	X
Objective 5			X
<b>Goal 2:</b>			
Objective 1	X		
Objective 2	X	X	
Objective 3	X	X	
Objective 4	X	X	
Objective 5		X	X
Objective 6		X	X
<b>Goal 3:</b>			
Objective 1	X		
Objective 2	X	X	
Objective 3		X	
Objective 4	X	X	X
Objective 5	X	X	
Objective 6		X	X
<b>Goal 4:</b>			
Objective 1	X	X	X
Objective 2	X	X	X
Objective 3	X	X	X

\* If program continues.

**E. References**

RecFIN(SE). 1993. Marine recreational fisheries data collection project summaries. REC93-2. 78 pp.

### **Administrative Subcommittee**

Walter Padilla  
Puerto Rico Department of Natural  
Resources

Jack Dunnigan  
Atlantic States Marine Fisheries  
Commission

Ronald Lukens  
Gulf States Marine Fisheries Commission

Henry Lazauski  
Alabama Department of Conservation and  
Natural Resources

Maury Osborn  
National Marine Fisheries Service  
Silver Spring

Albert Jones  
National Marine Fisheries Service  
Southeast Fisheries Science Center

Wilson Laney  
U.S. Fish and Wildlife Service  
South Atlantic Fisheries Coordination  
Office

### **Social/Economic Work Group**

Ron Schmied  
National Marine Fisheries Service  
Southeast Regional Office

Mike Street  
North Carolina Division of Marine  
Fisheries

Steven Atran  
Gulf of Mexico Fishery Management  
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Jack Dunnigan  
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Ann Seiler  
Virgin Islands Division of Fish and  
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### **Biological/Environmental Work Group**

Paul Phalen  
North Carolina Division of Marine  
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Atlantic States Marine Fisheries  
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### **Data Base Work Group**

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Division of Federal Aid

Ken Haddad  
Florida Department of Natural Resources  
Marine Research Institute

John Witzig  
National Marine Fisheries Service  
Silver Spring

## Cost Element Breakdown

1.	<u>Telephone</u>	
	Conference Calls (estimated @ \$125 each)	
	2 Work Group calls/2 Committee calls	
	4 calls X \$125 per call =	\$ 500
2.	<u>Meeting Cost</u>	
	Includes meeting room charges, rental for audio visual and/or other equipment or needs	
	7 meetings X \$150 per meeting =	\$1,050
3.	<u>Travel</u>	
a.	RecFIN(SE) Committee Meetings	
	2 days @ \$175 per day	
	X 20 members = 7,000	
	X 3 meetings = 21,000	
b.	Administrative Subcommittee	
	1 day @ \$175 per day	
	X 7 members = 1,225	
	X 1 meeting = 1,225	
c.	Biological/Environmental Work Group	
	1 day @ \$175 per day	
	X 7 members = 1,225	
	X 1 meeting = 1,225	
d.	Social/Economic Work Group	
	1 day @ \$175 per day	
	X 6 members = 1,050	
	X 1 meeting = 1,050	
e.	Data Base Work Group	
	1 day @ \$175 per day	
	X 5 members = 875	
	X 1 meeting = 875	
f.	TOTAL TRAVEL	\$25,375
	<b>TOTAL PROPOSED BUDGET</b>	<b>\$26,925</b>